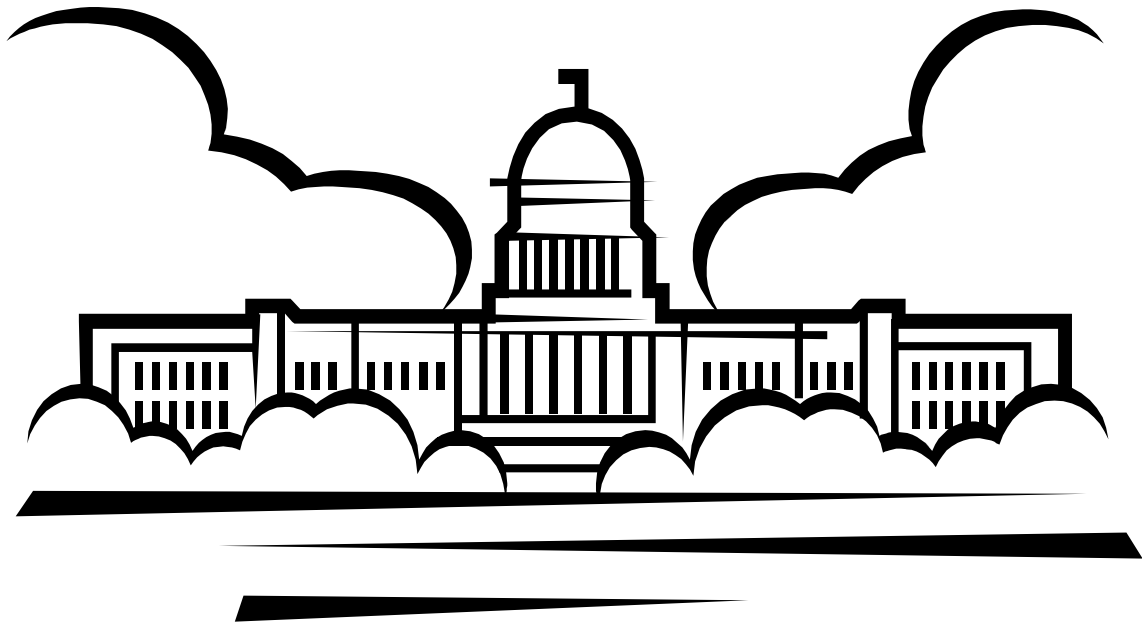


The Vendor Manual



How to do Business with the State of Arkansas

STATE OF ARKANSAS

VENDOR MANUAL

Published by:
The Arkansas Office of State Procurement

<http://www.dfa.arkansas.gov/offices/procurement/>

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INTRODUCTION

This information is primarily for vendors. State agency personnel may find the information to be of interest, but the manual is designed to teach vendors how to do business with Arkansas state government.

Topics to be covered include how to register with the Office of State Procurement (OSP) to become an official vendor, how to fill out bid forms, how to correctly follow the steps in the bid process, and other important information on the do's and don'ts of procurement law and policy.

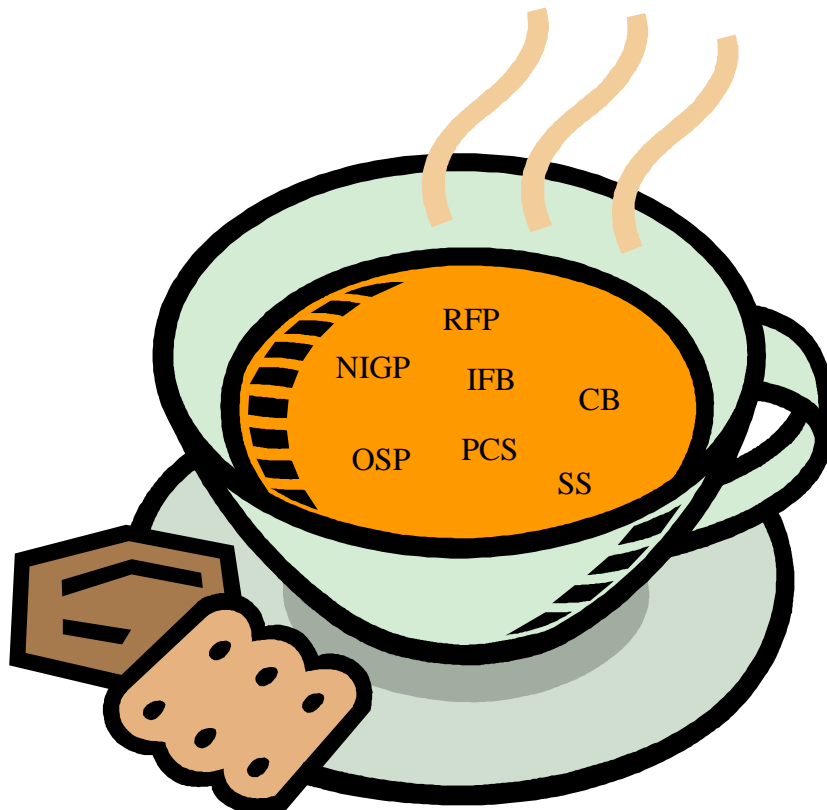
Vendors that are new to the process of State of Arkansas procurement are encouraged to attend the vendor class in order to become more familiar with the process and requirements surrounding governmental procurement.

Use of Acronyms

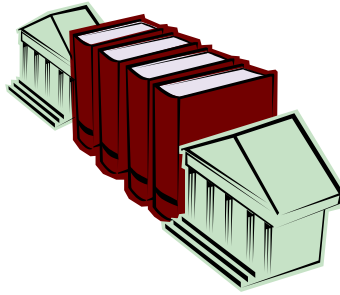
Acronyms are a way of speeding up the communication method between parties that share the same knowledge base. Acronyms allow users to quickly reference an item or theory and then move on to the next topic at hand. We have attempted to define all acronyms used in this document as they were encountered. A list of acronyms is included as Appendix A.

This is not an AASIS Manual

The Arkansas Administrative Statewide Information System (AASIS) is the State's financial management system. Although this is not an AASIS manual, AASIS procedures and policies may be referenced as they affect the way certain procurement transactions are handled.



CHAPTER 1 – PROCUREMENT LAW



Where to download a copy of the law

- A copy of the Arkansas State Procurement Law can be downloaded from the Office of State Procurement website. The law is revised when changes are made by the legislature, when the rules are updated by the Office of State Procurement, or when a protest or lawsuit dictates that an update is required. Vendors should check the website periodically to be sure they are using the most recent edition.
- It is highly recommended that you download a copy of the State Procurement Law to use as a reference and guideline. Reading the State Procurement Law will help you become familiar with the rules and guidelines that State agencies and Office of State Procurement must follow. Knowledge is the key to your success in doing business with the State.

How to read the law

- When looking through the law you will notice two types of numbers. A string of numbers that are separated by dashes; for example 19-11-229 and a string of numbers that have the letter “R” in front; for example R1:19-11-229.
- The first string of numbers (19-11-229) identifies the law.
- The second string of numbers with the R in front (R1:19-11-229) identifies the rule that applies to the law.
- In order to read the law, you must break down the string of numbers:
 - 19 – Tells you what volume
 - 11 – Tells you what chapter
 - 2 – Tells you what subchapter
 - 29 – Tells you what verse

Law vs. Rules

- Laws are enacted by the Arkansas State Legislature whereas rules are composed by the Office of State Procurement under the State’s Administrative Procedures Act requirements.
- Rules provide more details about the requirements of the law or provide additional explanation or clarification.
- There can be multiple rules for a law.

Vendor List

The procurement law requires that OSP and each procurement agency maintain a vendors list. Vendors must make application to be placed on the vendors lists. A list of procurement agencies is on page 16.

- Vendors must provide complete information requested in the application.
- If an application is disapproved, the applicant shall be promptly advised of the disapproval and the reason(s) for disapproval.
- Disapproved applicants may reapply following the date of disapproval.
- Separate application must be made at each procurement agency and OSP.
- Companies that have been suspended and/or debarred shall be removed from the vendors list.
- Additional information can be found in State Procurement rule R4:19-11-217.

Arkansas Vendor - Definition

State procurement law defines an Arkansas vendor as an individual, partnership, association, or corporation who:

- Maintains at least one staffed office in Arkansas.
- For not less than two successive years has paid taxes under the Arkansas Employment Security Law and either the Arkansas Gross Receipts Act or the Arkansas Compensating Tax Act.

Responsive and Responsible Bidder - Definition

- “Responsive bidder or offeror” means one who has the capability in all respects to perform fully the contract requirements and the integrity and reliability that will assure good faith performance.
- “Responsive bidder” means a person who has submitted a response which conforms in all material respects to the specifications set forth in the solicitation.

What Happens When There is a Tie Bid?

In the event of identical lowest prices or identical highest evaluation points, the State Procurement Rules R7:19-11-229 and R2:19-11-230 require:

- Award will be made by lot (flip of a coin).
- Coin flip will be conducted by the person responsible for awarding the contract.
- Coin flip must be witnessed by an employee of the State of Arkansas.
- Coin flip must be documented and signed by both parties.

The vendors with tie bids will be notified of the coin flip and are welcome to be present.



Past Performance Considerations in Awards

The past performance may be used to determine whether a vendor is responsible under the following conditions:

- Must be supported by written documentation, which can be:
 - A Vendor Performance Report (VPR)
 - A signed and dated memo
 - Any other authenticated notation of performance
 - Documentation may be in electronic form
- Must not be over three years old.
- Past performance may be positive or negative.

Vendor Performance Reports VPRs; Positive and Negative

Vendor Performance Reports (VPRs) are used for reporting vendor performance. The information in VPRs may be used to establish vendor responsibility (see above) or as documentation used in the suspension/debarment process. The procedure is as follows:

- The agency begins the process by completing the top section of the VPR and forwarding a copy to both the vendor and OSP. Note: If the contract or purchase order (PO) was issued by another State agency, the VPR should be directed to the Agency Procurement Official (APO) or Procurement Agent (PA) of the agency that issued it. This should be accomplished in a timely manner (no more than two weeks after the occurrence).
- Then it is the vendor's responsibility to respond to the report by describing a proposed solution or taking exception to the report. The vendor has seven calendar days to respond. The response is to be sent directly to OSP, the APO or PA.
- If OSP, the APO or PA does not find the response to be adequate or acceptable, the vendor may be requested to come to OSP or the agency for a meeting with the Director, the APO or PA and an agency representative.
- If a mutually agreeable solution cannot be reached, the Director of OSP, the APO or PA may hold the vendor in breach of the contract.

Outstanding Tax Liability

Bidders must disclose the existence, as of the date of bid submission, of any unsatisfied lien, certificate of indebtedness, certificate of assessment, writ of execution, writ of garnishment, business closure order, civil action, or other indication of delinquency against Bidders for any outstanding tax liability owed by Bidders to any State taxing authority. Bidders acknowledge that a search of public records may be conducted to discover the existence of any unsatisfied tax assessments. Bidders further acknowledge that any unsatisfied liens, certificates of indebtedness, certificates of assessment, writs of execution, writs of garnishment, business closure orders, civil action, or other indication of delinquency for any outstanding tax liability owed by Bidders may result in Bidders being deemed non-responsible and their bids rejected.

Equal Employment Opportunity Policy

- Every vendor is required to submit a copy of their Equal Employment Opportunity Policy (EEOP) when submitting a response to a bid or proposal exceeding \$25,000, when a sole source is being requested, or when a contract of any dollar amount is being renewed.
- The EEOP may be submitted in electronic format to the email address on the OSP website or as a hard copy attachment with the response to a solicitation. OSP will maintain a file of vendor policies received in response to solicitations issued by OSP.

- Once the policy statement has been submitted, it is the responsibility of the vendor to keep this document updated.
- Companies with less than 25 employees are not required to have an EEOP, but they must submit a statement to that effect on company letterhead.

Illegal Immigrant Clause for Service Type Contracts

Each vendor is required to complete the Illegal Immigrant Disclosure Form that can be found on the OSP website. A new form must be completed with EACH contract with a total value of \$25,000 or greater for:

- Professional services
- Technical and general services
- Any category of construction

When completing this form, be sure to print a screen shot of the page before clicking the submit button and include that printed page with your bid or proposal response. See A.C.A. §19-11-105.

Small procurements

Any purchase that would fall under the \$5,000 limit does not require bids, but requirements may not be artificially divided to avoid bidding requirements. See A.C.A. §19-11-231.

Exclusive Jurisdiction

OSP has exclusive jurisdiction over and is the only agency that has the authority to issue bids for some items, and the resulting contracts are mandatory for all State agencies. The items are:

- Items subject to Arkansas Constitution, Amendment 54 (explained elsewhere)
- Wholesale gasoline, oil, and related products
- Tires
- Passenger motor vehicles and trucks, except highway construction and maintenance equipment
- Paper products
- School buses
- The purchasing card and travel card program
- An electronic commerce procurement solution

See A.C.A. §19-11-222.

CHAPTER 2: ETHICS

Ethics Law

A.C.A. §19-11-701 through 19-11-717 of the Procurement code is the Ethics law. This section covers everything from penalties to conflicts of interest. For complete ethics requirements, refer to the law.

Governor's Executive Order 98-04 Disclosure form

The Governor's Executive Order 98-04 (EO-98-04) disclosure form must be completed for both new Professional and Consulting Services (PCS) contracts and commodity contracts over \$25,000, all renewals, and all sole source contracts.



Positive Hit on EO-98-04

EO-98-04 is the Grant and Contract disclosure form (above). On this form, vendors are to specify their relationships with State employees, Board and Commission members, and Senate and House of Representative members. If such a relationship is indicated on the form, it is called a “positive hit”. Reporting information on this form does not prevent a contract award, if otherwise eligible. The form provides a means for transparency of business relationships on State bids.

Gratuities and Gifts

Employees of the Office of State Procurement are not allowed to accept items of any kind or value from vendors. The policy for State agencies should be the same as OSP. Vendors are strongly encouraged to not offer gifts, gratuities, favors, freebies, food or promotional items of any kind to buyers, purchasing agents, agency purchasing officials and agency personnel.

Conflict of Interest

It is a breach of ethical standards for any employee to participate directly or indirectly in any matter pertaining to any contract, subcontract, solicitation or proposal in which the employee or any member of the employee's immediate family has a financial interest, or a business, or organization with whom the employee or any member of the employee's immediate family is negotiating or has an arrangement concerning prospective employment. More information on conflict of interest can be found in the law, A.C.A. §19-11-705.

CHAPTER 3: REGISTRATION

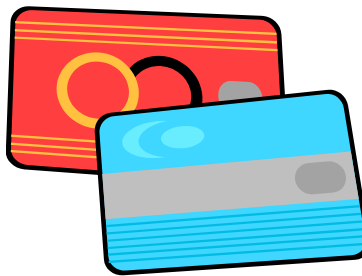
Vendor registration page

Vendors may register online at the OSP website to receive bid notices. The registration is fairly short and to the point. It requires:

- The vendor to establish a user name and password.
- A \$25 annual fee. The fee is waived for a company classified as a minority bidder using the Arkansas Minority definition.

\$25 Fee is an Annual Fee

The \$25 annual fee can only be paid online by Visa, MasterCard, American Express, or e-Check. OSP is not able to accept personal checks, money orders, or cash.



Internet Connectivity

OSP has a computer located in our reception area that vendors may use for registration. Vendors may also use this computer to check for bid postings. Most local libraries have public computers available that may be used for these purposes.

Commodity Groups

A commodity group is a grouping of related items, such as plumbing supplies or office furniture. During the registration process the vendors specify the commodity group(s) for which they wish to bid. There is no limit to the number of commodity groups the vendor can choose.

Registration Not Required to Bid

Vendors do not have to be registered with OSP to submit a bid or proposal. However, the vendor DOES have to be registered to receive an award. This is because a current AASIS vendor number is required in order to receive payment through the State's accounting system. So, if you submit a bid and are successful but have not registered, you will be required to register and pay the registration fee before receiving a contract award.

W9 forms

All vendors must complete, sign and submit a W9 form to OSP to be assigned a vendor number. This form must be processed and match up with the IRS records before any payments can be made. Vendors submitting an illegible or incomplete W9 form will not receive payment.

IRS Name

When registering with OSP, the name on all registration forms, whether paper or online, must match the name that is on file with the IRS. If the names do not match, this will cause a delay in

processing the paperwork, thus causing a delay in getting the registration finalized, and a delay in award and/or payment.

Changes must be initiated by the vendor

Changes in address, EEOP, tax information, banking information, or business status must be requested by the vendor. State agencies are not allowed to submit a change request on behalf of a vendor that is registered. When making a request for a change, the requester must identify himself/herself and provide evidence that he/she has the appropriate authority to request the change. If the requester knows the username and password, he/she can make the change and submit it online. If a vendor calls OSP to request the username and password, proof that the caller is with that company will be required.

Questions/Concerns

If you have any questions or concerns regarding registering as a vendor, please contact the Office of State Procurement and have your call directed to Vendor Support Services.



CHAPTER 4 THE BID PROCESS

Section 1 – All About the Bid

Bid Procedures

Please read the bid document in its entirety. The documents may be complex and lengthy, but it is essential that you understand and conform to the mandatory requirements to succeed in bidding. Do not wait until the last minute to read, ask questions, or prepare your response.

Bid Delivery Location for Opening

It is the vendor's responsibility for delivering the response to the proper location before the deadline. The document will provide the address where the bid should be delivered and the time and date it is due. Under no circumstance will a late bid be accepted.



Extraneous Bid Materials

- When preparing a response to a bid, make it a point to only include the essentials. Do not include any extras, such as advertising brochures. This will not earn any extra points in the evaluation process.
- Vendors should never send or offer gifts, gratuities, favors, freebies, or promotional items of any kind to buyers, purchasing agents, agency procurement officials, or agency personnel.

No electronic bid submission

All responses to any formal bid must be submitted in hard or printed form. OSP cannot receive a bid response in electronic form at this time. Even though some bids request a copy of the response on electronic media, a hard copy is still required.



Bid Submission Requirements

READ THE BID/PROPOSAL DOCUMENT CAREFULLY. Some bids may require certificates, bid bonds or other special requirements. Even if you are the incumbent vendor on a contract, you should submit all requested documents. Check the number of copies that must be submitted. Are electronic copies required? Be sure to check for signatures (that should be in ink); and be sure to complete the pricing (which also should be in ink). Many bids are disqualified because the vendor has not read the bid and did not fill out the bid responsively.

Correcting Mistakes

- If a vendor makes a mistake in the extension of the total(s) with regard to price, the unit price prevails on the bid document. The buyer will make a notation on the tab sheet that there was an error in the vendor's calculations. Clarification or additional information from the vendor may be requested.
- If the vendor realizes that there was an error in the bid before the bid opening, the bid may be retrieved for correction upon presentation of acceptable identification. The buyer will verify that the individual requesting to retrieve the bid is truly a representative of the company with the authority to make such a request. Vendor must show proof (picture ID) before receiving the bid. Other identification may be required as well. The buyer will mark an "X" through the time stamp, initial and date. When the bid is re-submitted to OSP a new time stamp will be affixed.

Late Bid Policy

Late bids will NOT be accepted; NO EXCEPTIONS. Bids/proposals must be delivered to the address stated on the bid document by the date and time required. Note: When State offices are closed for any reason (i.e. inclement weather, fire or other natural disaster) all bid openings are postponed until the next open & operational work day, and will be opened at the same time stated in the solicitation.



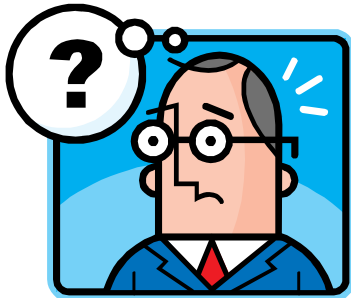
Signatures Must be in Ink

Bids will be disqualified if they are not signed in ink. Blue ink is preferred. Please do not use red ink.



Bid Questions

During the bid process, the buyers at OSP and/or the agency contact may answer some questions over the phone. The best way to submit questions, however, is via email or fax to OSP. This enables the buyer to summarize all the questions that have been submitted and post a collaboration of the answers on the OSP website. This will ensure that all vendors have the same information. While verbal answers may be given, they are to be accepted at the vendor's peril.



Section 2 – Revisions and Special Requirements

Time Extensions

Bid openings are extended by addendum if it becomes necessary to revise specifications or requirements so that additional time will be needed for bidders to respond. Bidders are responsible for checking the OSP website for addenda.



Performance Bonds/Bid Bonds/Letter of Credit/Cashier Check

- Some bids may request a bid bond. This is not a common requirement of OSP, but Arkansas Building Authority requires bid bonds on many construction bids.
- Performance bonds may also be required in bids. Performance bonds may be a percentage of the bid total or a specific amount. The vendor has ten working days to provide the bond (this is State working days) upon written receipt of request for bond, or a bond may be required with the bid response.
- The bond may be in the form of a cashier's check, performance bond or irrevocable letter of credit.
- If the vendor wishes to provide a letter of credit, contact the OSP buyer to obtain the letter format.
- Performance bonds must be issued by a bank that is licensed to do business in Arkansas.

Special Delivery Instructions

- Special delivery instructions may be specified in the solicitation document or on the purchase order.
- Examples are special agency hours for delivery, the lack of a loading dock, and the need for the item to be delivered to the 3rd floor, etc.
- It is the vendor's responsibility to check for special requirements. The agency is not responsible for unloading the freight if the vendor has been notified ahead of time that special conditions exist.

Delivery issues/ Ask Questions

- If the vendor has a question or concerns about delivery time, or location in a bid, the vendor should contact the buyer.
- If the vendor has a question about the delivery, time, or location in a purchase order, the vendor should contact the agency. The agency will be able to provide directions, appointments, and instructions regarding the loading docks and facilities.

Anticipation to Award and Waiver

When the apparent low bidder is determined, the bid is listed as an Anticipation to Award on the OSP website. The posting is for 14 calendar days. The represented agency may request a waiver of this posting from the director of OSP, but the request must have justification. If the posting time is waived, this does not change the 14 days allowed for protests.

Section 3 – How it's Handled

Sales tax

Do not include sales tax in the offered prices for any bid. Taxes are added when a purchase order is issued. There are a few State agencies that are tax exempt.

Freedom of Information Act Requests



OSP policy allows vendors to receive a copy of the bid tabulation sheet to view. To receive additional information, the vendor must submit a Freedom of Information Act (FOIA) request to the appropriate agency representative. To be sure that the correct information is furnished, we prefer that the FOIA request be made in writing indicating the specific information requested by the company. Requests can be made by email or fax.

During the FOIA process, if redacted copies were not received from the other bidders participating in the solicitation, the bidders must be contacted to provide redacted copies to be released. If there is a disagreement as to whether or not the information in question is proprietary, the OSP legal staff will make the determination.

An agency may charge a fee for the actual costs of reproduction. “Actual costs of reproduction” does NOT include an employee’s time in retrieving, reviewing or copying the records (unless the request is so large that temporary help workers are needed to comply).

If the number of copies is large, the custodian may require that the fee be paid in advance. Also, if the request asks that the copies be mailed, an agency can charge the cost of postage as a fee.

Where to send FOIA Requests

FOIA requests must be sent to the appropriate custodian of records. If the solicitation was issued by OSP, the request should be addressed to the Director of State Procurement. If the solicitation was issued by another State agency, the request should be addressed to that entity’s procurement officer. Names and contact information for procurement officers are available on the OSP website. State agencies that are authorized to issue their own bids are:

- Office of State Procurement
- Arkansas Highway and Transportation Department
- Arkansas Game and Fish Commission
- Arkansas Lottery Commission
- All Universities and Colleges

How long do vendors keep prices firm?

The bid will specify how long the bidder will be required to hold the prices firm. In most situations, the requirement is 90 days, but longer periods may be required for some solicitations.

Expired contracts cannot be extended

Once a contract has expired it cannot be extended. It is the responsibility of the agency to inform OSP if they wish to renew a contract and to turn in the appropriate paperwork for renewal. Contracts will never be extended or renewed without mutual consent of both the vendor and the agency. OSP requests at least 30 days notice from the agency of intent to renew a contract.

Section 4 – Caution to Vendors

Responsibility to check the web

Bids, Addendums, Anticipation to Awards, Awards, Notices and Policies are all posted on the OSP website. It is the vendor's responsibility and duty to check the website for these items. OSP and the agencies served do not issue emails or other notices when items are posted on the website. When a solicitation is first posted, OSP does send an email notice to vendors that have registered and paid the annual fee for notification. (See Chapter 3)

Check your math

In all bids, it is the unit price that prevails if there is an error or discrepancy in the calculations on the bid. Vendors should always double check their math before submitting a response.

**Funding Out or Non-Appropriation Clause (Define)**

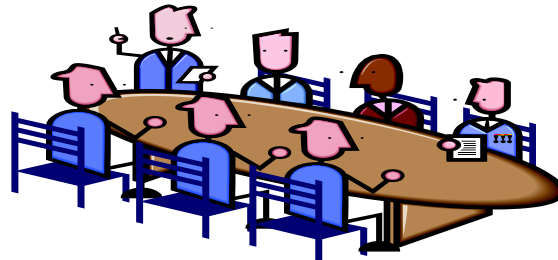
All bids contain a “funding out” or “non-appropriation” clause. This clause allows the agency to cancel the contract, without penalty, if funds for the contract are not made available by the Legislature. The State will not pay a penalty for the cancellation of a contract when this clause is put into effect.

Boilerplate Terms

Boilerplate terms are normally prepared by the OSP legal staff and purchasing teams. These terms are titled “Standard Terms and Conditions” and are added to the back of the bid, quote, or proposal. They do not change from one bid to the next. Bidders who take exception to the boilerplate terms and conditions are disqualified as non-responsive and receive no further consideration for the bid.

Vendors and Request for Proposal Evaluation Committee

Vendors may not, at any time during the evaluation phase, contact any member of the Request for Proposal (RFP) evaluation committee. Vendors may not sit in or listen in on the evaluation committee meetings or have access to notes until the entire process has been completed and then only through the FOIA process.



Amendment 54 – Printing

No State agency is exempt from the requirements of Amendment 54 to the Arkansas Constitution. This includes constitutional offices and colleges and universities. In the State Procurement Law are three relevant definitions:

- Printing is defined as the process of transferring images, by the use of standard industrial type printer ink, upon documents such as letterhead, envelopes, pamphlets, booklets and forms, i.e. the process of putting “ink on paper”, and does not include normal office-sized computer printers or copiers that use toner.
- Stationery is defined as imprinted letterhead and envelopes.
- Supplies is defined as paper and ink used to produce stationery.

This topic only covers large scale print shops and printing presses. Amendment 54 requires that printing, stationery, and supplies be competitively bid regardless of the dollar amount.



Section 5 – What’s the Deal?

What can be expected when responding to an IFB/RFP/Quotes

For all three you can expect:

- Fair treatment under the law
- A transparent process to support confidence in the procurement
- An award made in the best interest of the State.

The differences between IFB/RFP/Quotes

Competitive Sealed Bid (IFB)	Competitive Sealed Proposal (RFP)	Competitive Bid (Quote)
Over \$25,000	Over \$25,000	\$5,000 to \$25,000
Advertised	Advertised	Not Advertised
OSP or APO can process	OSP or APO can process	OSP, APO or PA can process
Must conform to bid specs, pass/fail	Evaluation Committee ranks responses	Must conform to bid specs, pass/fail
Award to Lowest Price	Award to Highest Score	Award to Lowest Price
Awarded to Responsive/Responsible Bidder offering lowest price	Price is not the main determining factor. Awarded to Responsive/Responsible Vendor with highest score	Awarded to Responsive/Responsible Bidder offering lowest price

Estimated and Firm Quantities

- Estimated quantities are an approximation and are not guaranteed. The vendor may get more or less business associated with the contract if the numbers listed are estimated.
- Firm quantities are definite bid amounts. The agency issuing the bid is guaranteeing that they will purchase that number of items.

Firm and Term Contracts (Define)

- A term contract allows the agency to issue multiple purchase orders against the contract or award. They normally last for one year with the option to be renewed for up to 6 annual renewals (or a portion thereof) for a total of a maximum 7 years.
- A firm contract is a purchase order for a specific quantity, usually for a one-time delivery. Occasionally, a firm contract will have a list of specific delivery dates and quantities.

Professional and Consultant Services contracts require Performance Based Measures

All Professional Consultant Services (PCS) contracts exceeding \$25,000 require Performance Based Measures, and all Professional Consultant Services contracts under \$25,000 are recommended to have Performance Based Measures. This is the method on which vendors are paid; these milestones must be accomplished before the contract is considered complete.

PCS effective dates

- PCS contracts are not like commodity contracts, they do not go into effect as soon as the contract completes the bid phase. There is a review phase that must be completed before the contract can be enacted.
- These contracts must be reviewed by a committee: the Legislative Council Review Committee (LCRC) or the Performance Evaluation Expenditure Review (PEER), and the

Arkansas Legislative Council (ALC) as well as the Office of State Procurement before any work can begin.

- These reviews are required by law and if missed could negate the contract and may cause the vendor to forfeit payment for any work done.

CHAPTER 5 – PROTEST PROCEDURES



Requirements to file a protest

EITHER:

- Must be from an actual or prospective bidder, offeror or contractor who is aggrieved in connection with the solicitation of a contract, and
- Must be presented at least 72 hours prior to the solicitation response deadline

OR:

- Must be from an actual bidder, offeror, or contractor who is aggrieved in connection with the award of a contract, and
- Must be submitted within fourteen calendar days after the aggrieved person knows or should have known the facts giving rise to the grievance

ALL protests must be:

- In writing
- Submitted to the State Procurement Director or the head of a Procurement Agency

For complete details, see A.C.A. §19-11-244.

Cost Recovery; Protest

Procurement law limits the amount the protesting party can recover. Even if the protest is upheld (successful) the protesting party can only recover:

- Reasonable expenses incurred in preparation and submission of a bid or proposal
- Only those expenses allowed by the Claims Commission (a claim must be filed with the Claims Commission)
- Those costs that the party is able to prove were incurred
- Travel and production costs cannot be recovered
- Anticipated profits cannot be recovered
- Attorney's fees cannot be recovered



Remedies

Remedies are a different way to settle the unlawful award of a contract that does not necessarily consist of a monetary gain or repayment. They include:

- Cancellation or revision of award, if the violation is discovered prior to award
- After award, the contract may be:
 - Ratified and affirmed
 - Terminated
 - Declared null and void
 - Person awarded contract directed to proceed with performance of the contract and pay damages

For complete details, see A.C.A. §19-11-247

CHAPTER 6 – OFFICE OF STATE PROCUREMENT WEBSITE

OSP Home Page

The Official OSP Website can be located at: <http://www.dfa.arkansas.gov/offices/procurement/>

The website includes a vast amount of useful information about OSP and selling to the State of Arkansas, including:

- List of OSP buyers with their commodities, email addresses and direct telephone numbers. Also included are team leaders, managers, and other OSP personnel
- List of names and contact information for procurement offices at most State agencies.
- Bid opportunities: Current OSP bid documents as well as some postings from other State agencies, political subdivisions, and procurement cooperatives
- List of State contracts
- State Procurement Laws and Rules
- Procurement forms
- Anticipation to Award postings
- Vendor online registration portal
- Training information – classes and webinars schedule
- Minority business information
- List of previous years' bids
- Surplus property sales information

The screenshot shows the official website of the Arkansas Department of Finance and Administration (DFA). The header includes the Arkansas.gov logo, navigation links for Agencies, Online Services, and State Directory, and a search bar. The main banner features the DFA logo and the text "Arkansas Department of Finance and Administration". Below the banner is a navigation menu with links to Home, Offices, Businesses, Citizens, Government, DFA Employees, and News & Events. A search bar is also present. The main content area is titled "Procurement" and includes a brief description of the Office of State Procurement (OSP) and its responsibilities. A "Note" section mentions that state offices are closed for any reason (i.e. inclement weather, fire or other natural disaster) all bid openings are postponed until the next open & operational work day, and will be opened at the same time stated in the solicitation. To the right, there is a section for "Announcements & News Releases" with a list of recent postings, including "SP-11-0186 (Copier Rental) Posted, 05/03/2011" and "Register to Provide Emergency Commodities, 04/18/2011". Below this is a "Calendar of Events" section with dates for "PCS SSJ Deadline, 06/03/2011", "PCS Contracts Deadline, 06/09/2011", and "Independence Day, 07/04/2011". On the left side of the main content area, there is a sidebar with a list of links: Procurement Home, Be Green, Bid Opportunities, Credit Cards, Forms/Reporting, Guidelines, PCS, Purchasing Directory, State Contracts, State Surplus, Training, and Helpful Information. At the bottom of the sidebar, there are buttons for "Vendor Registration" and "E-News Sign-up".

Arkansas.gov Agencies | Online Services | State Directory A+ | A- | Text | Print

DFA Arkansas Department of Finance and Administration

Home Offices Businesses Citizens Government DFA Employees News & Events

Go Contact Us

Home > Offices > Procurement

Procurement

The Office of State Procurement (OSP) has primary responsibility and oversight for the State wide procurement of commodities, technical and professional services for all state agencies, boards and commissions and colleges and universities. OSP provides training in the Procurement Law, regulations and policies. Marketing and Redistribution, part of OSP, is responsible for the disposal of state surplus property and equipment.

Note: When State Offices are closed for any reason (i.e. inclement weather, fire or other natural disaster) all bid openings are postponed until the next open & operational work day, and will be opened at the same time stated in the solicitation.

Announcements & News Releases

SP-11-0186 (Copier Rental) Posted, 05/03/2011
Register to Provide Emergency Commodities, 04/18/2011
Computers, Electronics & Scrap Metal Bid Results Posted , 04/18/2011
Contract Renewals Due to OSP by April 27th, 04/14/2011
Computers, Electronics & Scrap Metal Bid Posted, 04/11/2011

All DFA News >

Calendar of Events

PCS SSJ Deadline, 06/03/2011
PCS Contracts Deadline, 06/09/2011
Independence Day, 07/04/2011

Procurement Home
Be Green
Bid Opportunities
Credit Cards
Forms/Reporting
Guidelines
PCS
Purchasing Directory
State Contracts
State Surplus
Training
Helpful Information

Vendor Registration

E-News Sign-up

CHAPTER 7 – MINORITY BUSINESSES

Definition of an Arkansas Minority

The Minority Business Economic Development Act defines “Minority” as a lawful permanent resident of the State of Arkansas who is one of the following:

- African American
- Hispanic American
- American Indian
- Asian American
- Pacific Islander American
- Service-disabled veteran as designated by the United States Department of Veterans Affairs

Minority Business Enterprise - Definition

“Minority business enterprise” means a business that is at least fifty-one percent (51%) owned by one or more minority persons as defined in this section;

The State’s Minority Business Goal

All State agencies shall attempt to ensure that ten percent (10%) of the total amount expended in State public construction programs and in the purchase of goods and services each fiscal year is paid to minority businesses.

Minority Vendor Listing

The lists of Minority vendors can be found at the Arkansas Economic Development Commission (AEDC).

Arkansas Economic Development Commission
900 West Capitol Avenue
Little Rock, AR 72201

There is a link to the AEDC Small and Minority Business Directory on the OSP website under “Helpful Information”.



APPENDIX A – LIST OF PROCUREMENT ACRONYMS

A.C.A.	Arkansas Code Annotated (Arkansas Law)
AASIS	Arkansas Administrative Statewide Information System
AEDC	Arkansas Economic Development Commission
AHTD	Arkansas Highway and Transportation Department
APO	Agency Procurement Official
CB	Competitive Bid
CMBE	Certified Minority Business Enterprise
CSB	Competitive Sealed Bid
DFA	Department of Finance and Administration
EEO	Equal Employment Opportunity
EEOP	Equal Employment Opportunity Policy
EO	Executive Order
EO-98-04	Governor's Executive Order #98-04
FOIA	Freedom of Information Act
IFB	Invitation for Bid
MBE	Minority Business Enterprise
NASPO	National Association of State Procurement Officials
NIGP	National Institute of Governmental Purchasing
OA	Outline Agreement (Contract)
OSP	Office of State Procurement
PA	Procurement Agency or Procurement Agent
PCS	Professional and Consulting Services
PO	Purchase Order
RFI	Request for Information
RFP	Request for Proposal
RFQ	Request for Qualifications
SS	Sole Source
SSN	Social Security Number
TIN	Tax Identification Number